



Job Description

Job Title: Student Information System Project Coordinator

Position Code: AE47

Job Classification: Exempt

Supervisor: Executive Director, Accountability

Pay Grade: 42SR

Contract Length: 245-days (Temporary Position)

Job Summary

This is a temporary, full-time position funded through the American Recovery and Reinvestment Act of 2009 (Stimulus Funds). This position will coordinate all day-to-day activities associated with selecting, purchasing, and deploying a 21st Century student information management system. Responsibilities include consulting with internal stake holders, communicating with vendors, the oversight of all project operations, the supervision of tasks assigned to staff members, the leadership of cross-departmental workgroups, the day-to-day supervision of the flow of work, and budget management. Extensive experience in managing multiple, large, and complex information management projects is required.

Essential Duties:

1. Serves as the project lead for all aspects pertaining to the selection, purchase, and deployment of the student information system.
2. Creates a development plan for system evaluation, data migration, testing, deployment, and training.
3. Develops a timetable for implementation, assumes administrative control to implement the plan, and re-orders priorities as necessary.
4. Develops necessary documentation, presentations, and trainings required for a variety of audiences- including handouts, training handbooks, demonstration models, multimedia visual aids, and reference works.
5. Coordinates cross-functional working groups to oversee specific system components.
6. Translate requirements of administrative departments into workable computer operations.
7. Works in conjunction with the Supervisor of Student Information Systems and Reporting and the Student Information System Program Manager to assist school-based personnel in implementing standards and operating procedures for management of student data.
8. Keeps staff and administration fully informed of projected and actual developments in a timely manner.
9. Model nondiscriminatory practices in all activities.
10. Other duties associated with the Department of Accountability as assigned.

Other Duties

1. Performs any other related duties as assigned by the Executive Director, Accountability or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. An individual must have experience in using academic data to impact instruction and school strategic planning. Knowledge of data processing software is invaluable. Skill in explaining testing and statistics to administrators, teachers, and parents. Ability to communicate, both in writing and orally, technical information in a way that is understandable to people without technical training. Demonstrated ability to work effectively with staff from various areas of responsibility. Knowledge of quality management, systems thinking, and strategic planning are required. Ability to learn new software and processes as they become available. Self-motivated and able to work in a quick paced environment. Ability to design and format data files and tables and to modify and update such structures as required. Ability to explain data requirements to technical staff in order to design, implement and test database systems. Ability to plan and manage multiple tasks in a timely manner. Excellent communication and interpersonal skills. The requirements listed are representative of the knowledge, skills, and/or abilities required.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of a Bachelor's Degree in Computer Science, Technology Management or Business Administration with 5 to 10 years experience. Master's degree from an accredited college or university and Project Management Professional

Certification preferred. A comparable amount of training, experience, and skills necessary to perform effectively in the position may be considered. Must be able to communicate, develop, and present ideas effectively. Excellent computer skills involving utilizing end-user software, Excel, Access, SQL, SPSS and MS Project required. Knowledge of modern project management tools required. Demonstrated knowledge of school business processes and student information management functions. Experience working with teachers and school administrators on the collection and use of student academic data to improve instruction. Knowledge of state and federal regulations, laws, policies and procedures pertaining to student information. Ability to respond to program inquiries, interpret procedures, and guidelines. Excellent planning and organizational skills. Ability to manage multiple assignments that have critical deadlines, and the ability to work as a team leader. Knowledge of data warehousing and decision-support technologies. Ability to establish and maintain effective working relationships with staff at all levels in the organization.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Duties performed typically in school settings throughout the division and Administration Building include frequent walking, standing, stooping, lifting up to approximately 25 pounds and occasional lifting of equipment and/or materials weighing up to approximately 40 pounds may be required. Must have the ability to sit for extended periods of time; to enter data into a computer terminal/typewriter; to research identified educational topics using the Internet and other resources; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; and the ability to understand and follow oral and written instructions.

Supervision Exercised: None

Supervision Received: Executive Director, Accountability

This job description in no way states or implies that these are the only duties to be performed by this employee. The Student Information System Project Coordinator will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor II, Academic Support and Applied Research or other appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date